

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 04-124

TEMPORARY INDEFINITE

12 August 2004

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604  
(508) 233-6642/6632 (DSN) 256-6642/6632

SERVICE: *Army Guard*  
APPLICATIONS ACCEPTED UNTIL: 14 September 2004  
EMPLOYMENT LOCATION: HQ STARC-HRO, Milford, MA  
TELEPHONE CONTACT: LTC Desmond, 508 233 6607

POSITION: HUMAN RESOURCES SPECIALIST  
(INFORMATION SYSTEMS)  
SERIES/GRADE: GS-0201-09

PDCN: 70399

SALARY: \$40,847 to \$ 53,101

APPOINTMENT FACTORS:

<input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All Massachusetts Army National Guard Enlisted Personnel

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS: 42A, 42F, 42L, 71L, 75B, 75F, 75H

Maximum Military Grade  
Minimum Military Grade

ARNG: SSG  
ARNG: PFC

**GENERAL EXPERIENCE:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**SPECIALIZED EXPERIENCE:** Must have 24 months experience in the following areas: Defense Civilian Personnel Data Systems (DCPDS); Defense Civilian Pay System payroll routines and procedures; Ability to design specialized reports using MS Office products and SQL/Discoverer statements, Ability to write complex computer queries involving calculated items, decode values and format techniques. Knowledge of a variety of HR management functions, concepts and practices.

**APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:**

1. Ability to provide advice and guidance to state level HR management related to system processes/functions and capabilities.
2. Knowledge of the relationship between management needs and National Guard goals and objectives, to include the differences between the philosophies of the Army National Guard versus the Air National Guard.
3. Basic knowledge of common gateway interface (CGI), client-server environments, trace route, Internet protocols addresses, port identification to help resolve printer, client-server issues.
4. Ability to communicate orally and in writing sufficient to develop and present organizational and position analyses to management to gain acceptance and understanding of findings and recommendations.
5. Skill in conflict resolution and team building.

Job announcements and application procedures are posted on Internet: [WWW.STATE.MA.US/GUARD](http://WWW.STATE.MA.US/GUARD).

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

**APPLICATION PROCEDURES**

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

**SUBMIT PAPER APPLICATIONS TO:**

HQ STARC MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604

**SUBMIT ELECTRONIC APPLICATIONS TO:**

e-mail to: [staffing@ma.ngb.army.mil](mailto:staffing@ma.ngb.army.mil)  
Information on applying electronically can be found at:  
<http://www.state.ma.us/guard/Postings/Technician.htm>  
Look under **Electronic Application Procedures**

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy), May 99
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy) Nov 94.
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

**SELECTION OF INDIVIDUAL:**

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6629 or DSN 256-6642/6629. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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